

MANAGER OF LIBRARY PUBLIC SERVICES

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate professional and administrative work managing and supervising branch and outreach services in the public library; does related work as required. Work is performed under general supervision. Supervision exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Managing and supervising branch and outreach services and operations; assisting patrons; maintaining records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; assists direct reports with decision making; prepares and holds staff meetings.
- Ensures staffing of all library locations; submits justification for vacant positions to human resources; writes employment advertisements; rates and ranks employment applications; interviews candidates for open positions; hires, disciplines and recommends discharge; trains staff; prepares leave sheets; disseminates information regarding changes in policy, personnel issues, etc.
- Recommends policy changes to the Library Board; researches, plans and implements policies and procedures; participates in long-range planning.
- Oversees planning and implementation of library programs at each location; participates in outreach to schools and other local organizations; assists staff with programming for teenagers and adults.
- Provides reference and readers' advisory services; maintains electronic suggested reading lists; utilizes and provides instruction to the public in use of internet, on-line catalog and on-line database; assists patrons in use of copiers, microfilm reader/ printers, etc.; provides library tours.
- Receives and responds to inquiries and complaints.
- Prepares division budgets; monitors expenditure of supply budget for various programs; prepares budget initiatives and requests.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, methods and practices of library administration and personnel management; thorough knowledge of library trends, services and equipment; thorough knowledge of community needs and interests in relation to library services; thorough knowledge of reader interest levels and a wide knowledge of books; thorough knowledge of authors, bibliographies and reference materials, cataloguing and classification plans; skill in analyzing library needs, evaluating library services and developing library programs to meet the needs of patrons; ability to communicate effectively both orally and in writing; ability to develop budget estimates and prepare statistical reports and summaries; ability to establish and maintain effective working relationships with the Library Board, community leaders, professional groups, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an ALA accredited college or university; a Master's degree in library science is preferred and extensive library experience including considerable supervisory experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Possession of Professional Librarian certificate issued by the Commonwealth of Virginia.

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